



**Advisory Board Meeting Minutes**  
**Nevada Network of Fire Adapted Communities Board Meeting**  
January 15<sup>th</sup>, 2019  
University of Nevada Cooperative Extension Office  
2651 Northgate Lane, Suite 15  
Carson City, Nevada. 89706

Meeting was called to order at 1:05 by Tracy Visser, Board Chair

**Board Members in Attendance:**

Mike Brown, Nevada State Fire Chief's Association  
Ryan Shane, Nevada Division of Forestry  
Tracy Visser, Community Representative from Western Region/ Advisory Board Chair  
Ann Grant- Tahoe Fire and Fuels Team  
Jeanette Belz, Nevada Insurance Council  
Vinson Guthreau, Nevada Association of Counties  
Bart Chambers, Nevada Fire Marshal (Arrived 1:10)  
Jamie Roice-Gomes, UNCE Living With Fire

**Board Members Absent:**

Sara Anderson, Nevada Landscape Association  
Mike Heidemann, Nevada State Firefighter's Association  
Wes Henderson, Nevada League of Cities and Municipalities  
Jennifer Diamond- U.S. Forest Service  
Zach Ellinger, Bureau of Land Management  
Melynda Sharkozy-Phillips, Community Representative from Northeastern Region

**Board Positions Vacant:**

Vacant, Community Representative from Southern Region

**Network Staff in Attendance:**

Michael S. Beaudoin- Network Coordinator

**Supporting Guests in Attendance:**

Joshua Woodbury, Deputy Attorney General  
Kacey KC, Nevada Division of Forestry- State Forester/ Fire Warden  
John Christopherson, Nevada Division of Forestry- Deputy State Forester  
Mike Vollmer, Nevada Division of Forestry- Cooperative Forestry/ Fire Supervisor  
Lyda Hayes- Job's Peak HOA- Community Representative

**1. Introductions** – Roll call and determination of quorum: Chairperson Visser called for a roll call and determined that a quorum was not present with advisement from Mr. Woodbury. Mr. Woodbury advised the board that no action could be taken on action items until quorum is met with one more board member.

**2. Public comment** Public comment will be taken at the beginning and end of the meeting, and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to 3 minutes per person at the discretion of the Chair. The public may request that items be added to a future agenda. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. Persons making comment will be asked to begin by stating and spelling their name for the record.

Chairperson Visser asked for public comment... Lyda Hayes requested to comment and stated that she wanted to wait until later in the meeting because some of her concerns might be addressed throughout the meeting.

### **3. Review of agenda and opportunity for altering the order of topics - \*FOR POSSIBLE ACTION\***

Chairperson Visser asked if the board would like to move items within the agenda around until a quorum could be met. Mr. Woodbury reminded the board that quorum was not met so action items could not be approved until one more member of the board arrived. The board agreed and moved items around as follows:

- Original Item 4: Review and Approval of Minutes from previous meetings moved to 6<sup>th</sup> item on Agenda.
- Original Item 5: Installation of new Board Member moved to 7<sup>th</sup> item on Agenda.
- Original Item 6: Lake Tahoe Network of Fire Adapted Communities Update Moved to 4<sup>th</sup> item on Agenda
- Original Item 7: Network Operations Update moved to 5<sup>th</sup> Item

Motion: Ann Grant, Second: Chief Brown, Vote: I-unanimous

### **4. Lake Tahoe Network of Fire Adapted Communities Update**

Ann Grant provided an update on the Lake Tahoe Network. She reported on the Tahoe's network's social media platforms. They currently have a twitter and facebook page and are working on additional social media outlets.

The Tahoe Network provided outreach at the 4 separate brewery fundraisers for the Camp Fire victims in South Lake Tahoe. Local community colleges are offering a screening of Wilder Than Wild a documentary on fuel-build up within forests and climate change's effect on wildfires. The screenings will be held in South Lake Tahoe, Incline Village, and Tahoe City in April and May. The Tahoe Network also plans to provide emergency preparedness planning seminars in June and July.

The new Tahoe Living With Fire website is live now and can be viewed at <http://tahoe.livingwithfire.info/>

(Chief Chambers arrived at 1:10 pm, the Mr. Woodbury and Mr. Beaudoin confirmed with the board that quorum was established with Chief Chambers' arrival )

## **6. Network Operations Update**

### **a. Coordinator Task List**

- Coordinator Beaudoin provided an update on the last three months of his activities and accomplishments. Major accomplishments included the continued facilitation of the Douglas County FAC working group and the establishment of a working group in Washoe County with the Verdi/Mogul communities.
- The network has also made great inroads with local fire protection districts such as Truckee Meadows and East Fork Fire Protection Districts.
- Coordinator Beaudoin developed a Network Business plan for the Advisory board for consideration by NDF to help jump-start the required approvals for taking in membership fees. He circulated the document for approval throughout NDF and will await approval for taking fees.
- Coordinator Beaudoin generated an electronic form for the submission of chapter and individual member applications. Once, approved this form will allow chapters to apply for certification online and will allow the Network to receive fee payments online.
- Coordinator Beaudoin generated a state-wide CWPP database for our partners and community members to use. The database is an excel sheet that allows users to check the status of their CWPP and click on hyperlinks that link them to the electronic version of their CWPP or community hazard assessment. Beaudoin is working out some kinks with some of the links and will add that to the NDF site after the holidays.
- Beaudoin noted that the NDF GIS person resigned. Once the new specialist is hired he will work closely to finalize the Network defensible space form and link the data to NDF's GIS layers to make tracking easier.
- Coordinator Beaudoin reported that the Network has seen good forward momentum with East Fork Fire Protection District and encouraged them to update their CWPP. Their CWPP update is under contract and should be complete by April/ May 2019.

### **b. Coordinator Financial Outlook**

- Coordinator Beaudoin reported that he had a meeting with NDF fiscal specialists to determine the amount of funding we have for the coordinator position. NDF currently has enough grant dollars to cover the coordinator's salary for 2 ¾ years.
- Coordinator Beaudoin asked Mike Vollmer to talk about the possibility of funding the Network coordinators with the 2019 FEMA HMPG grants. Mike reported on the background of the FEMA grants and their connection to the FMAG proposals in Douglas, Washoe, Lyon, and Elko counties. Mike submitted grant requests that asked for CWPP updates in Washoe and Lyon counties. These requests included funding for a Network regional coordinators to facilitate the CWPP process and to develop FACs. Lyda Hayes asked if this coordinator would be a mitigation specialist

and Mike answered that he/she will focus more on the CWPP and FAC chapter development.

**c. UNR-UNCE and NDF Network Transfer MOU Accomplishment Status update**

- Coordinator Beaudoin reported that himself, the board, and NDF staff completed all of the assigned tasks within the MOU. The only remaining item is the chapter leader handbook which should be approved during this meeting. Once the handbook is approved, Coordinator Beaudoin will compile the reports and data for the MOU and send out a report to all MOU signatories.

**d. Strategic Planning Update**

- Coordinator Beaudoin provided an update on his work on the Network strategic plan. NDF and Beaudoin worked off of the Nevada Cohesive Strategy tenets and met most of the deliverables of the Network's original strategic plan. He will work with NDF staff, namely Ryan Shane and Mike Vollmer, to develop a new Network strategic plan that incorporates last year's accomplishments and provides better direction for the Network. He expects to produce a good draft of the plan by mid-February and will add it to the agenda for the April 2019 advisory board meeting.
- Coordinator Beaudoin also expressed some concern with communities not knowing how to establish chapters within the network. He developed a how-to guide to help answer community questions and alleviate the concerns for community leaders.

**7. Review and Approval of Minutes from previous meetings.**

- a. **October 8<sup>th</sup>, 2018:** The Board reviewed the minutes. Mike Brown moved to accept the minutes as written for the October 8<sup>th</sup>, 2018 meeting. Second: Chief Chambers, Vote: I-unanimous

**8. Installation of New Board Member**

- a. **Nevada Division of Forestry:** Coordinator Beaudoin Reported that Ryan Shane promoted into the Resource Program Manager position with NDF. He also reported that Mike Vollmer was hired as the new NDF Cooperative Forestry and Fire Supervisor. Due to the promotion of Ryan, Mike needs to be appointed to the board by a majority vote of the advisory board. Motion: Chief Brown, Second: Chief Chambers, Vote: I-unanimous
- b. **Need for Southern Region Community Representative:** Coordinator Beaudoin requested some assistance from the board in securing a new community representative for the Southern region. He has asked NDF southern region staff but no one has come forward yet. Ann Grant reported that the former Southern Representative Anne Clagit tried to find a new representative without any luck. John Christopherson instructed Beaudoin to tie-in with the NDF southern region fire staff as they might have leaders in mind. Chief Brown mentioned that he has contacts within Clark County and will forward them.

**9. New Community Chapter Membership Applications Approval**

- a. **Verdi-Mogul:** Coordinator Beaudoin gave an overview of the proposed chapter. The chapter is unique in that many of the members are on the California side of the community, but are still interested in being a member of the chapter. The membership has proposed two co-chairs for

the chapter. One chair will be from the California side and one from Nevada. Coordinator Beaudoin has told the California members of the chapter that he can assist them on a community-wide level but Nevada grant dollars and opportunities must be focused on the Nevada side. He put the California co-chair in contact with the Sierra County Fire Safe Council and CAL FIRE's Lassen-Modoc Unit to see if they could secure grant funding from CAL FIRE. Coordinator Beaudoin advised that approving this chapter would set the precedence that the Network will accept bi-state chapters.

Chief Brown commented that Sierra County and Washoe County have been major players around Verdi and that the area is a checkboard of federal, state, and private ownership. This is a good opportunity to show Reno Fire how effective the FAC programs can be and might inspire change in that fire-prone area. Ann Grant added that the Tahoe Basin Network works with a similar bi-state model and the collaboration with both states has been very useful within the Basin.

Motion: Chief Brown, Second: Ann Grant, Vote: I-unanimous

- b. Pine Nut/ Blue Bird: Coordinator Beaudoin reported that the proposed chapter has been active within the East Fork working group. The proposed chapter is organizing a community-wide educational event for March 30<sup>th</sup> and would be a great candidate for Network membership. Ann Grant mentioned that some of the proposed chapter leaders have been active for years and were members of the old NV FSC.

Motion: Chief Chambers, Second: Ann Grant, Vote: I-unanimous

## **10. Recertification of Community Chapters from UNCE Program**

- a. Lakeview: The Lakeview HOA is interested in renewing their membership with the Network. The chapter has been active over the last several years and has planned its annual FAC event for May 19th. Vinson Guthreau stepped out to take a phone call and the board lost quorum at 1:35pm. Ryan Shane asked if the Network operating manual required the board to approve every chapter. Coordinator Beaudoin answered that he did not believe that to be the case but there is language in the manual that requires the coordinator to bring chapter applications before the board for consideration. The board decided to table the vote in the item until quorum was met.

Motion to accept the recertification of the Lakeview chapter made at 2:28 pm. Motion: Chief Brown, Second: Chief Chambers, Vote: I-unanimous

## **11. Community Chapter Leader Handbook Approval**

- Coordinator Beaudoin reported that he took the board's suggested revisions to the draft chapter leader handbook and incorporated them into the proposed handbook. He also invited community leaders to provide suggested revisions. The community leaders provided good suggestions and the handbook draft presented at this meeting is the 2<sup>nd</sup> draft. The major suggested revisions were formatting and the inclusion of specific contractors. Coordinator Beaudoin addressed these by rearranging the document to make it more user-friendly and by removing specific contractor names.

- Lyda Hayes asked if the Network would generate a list of vetted contractors. Coordinator Beaudoin responded that a long term goal for the Network will be developing and implementing a contractor training seminar to certify contractors for Network chapter use. Ryan Shane added that the State of Nevada and NDF has a list of contractors that are used for state projects. This list is RXQ 3282. This list can be found electronically at:

<http://purchasing.nv.gov/Contracts/Documents/FireFuelsReduction/>

Board decided to table the vote on the item until Vinson returned to the meeting. Motion to accept the recertification of the Lakeview chapter made at 2:31 pm. Motion: Ann Grant, Second: Jamie Roice-Gomes, Vote: I-unanimous

## 11. 2019 Nevada Network Conference Venue and Date

- Coordinator Beaudoin reported that the BLM came forward to assist the Network with securing a venue. The Network secured the room for free and has to provide catering to attendees. The government shutdown might result in the BLM cancelling their conference, if that happens, Coordinator Beaudoin will work to secure the Atlantis for April 22<sup>nd</sup> and will also work with other venues as a backup option.
- Coordinator Beaudoin produced a draft poster conference which he shared with the board for their review.
- Coordinator Beaudoin reported that he has been working closely with Jamie Roice-Gomes on the conference agenda. Jamie gave a report on the status of speakers for the conference. Jamie and Michael worked with Mike Vollmer to secure Yana Valachovic to speak about structure ignition. She is the forest advisor and county director for the UCANR Humboldt-Del Norte office. Obtaining assistance for your community was another topic that will be on the agenda and Mike Vollmer could speak about the various NDF grants.
- Jamie asked the board who they would like to have speak at the conference. Ryan Shane suggested that the theme should be “Networking for action” and that the conference should focus on speakers that implement FAC concepts within their community or area. Lyda Hayes recommended Doug Cupp as he gave a good FAC presentation last month in Yerington. KC Kacey suggested a session on the state fire enforcement laws that would provide attendees with info on the state fire marshal laws, NDF laws, and any applicable NRS codes.
- The board had a discussion on Nevada and California defensible space laws. Chief Chambers provided an overview of how his office is working on the stat-wide adoption of the international WUI code. He also provided an overview of CAL FIRE’s 4291 requirements and how the LE-100 form is an educational tool with an enforcement component. Chief Chambers stated that the Network can be a champion for education homeowners and can help fire protection districts with the three tenets of fire prevention: Education, Enforcement, and Engineering.
- Lyda added that there is a problem with home owners believing that a fire truck will report to their house during a fire. She stressed that the Network needs to educate people on emergency preparedness and the fact that several incidents within a FPD can cause their resources to become overly taxed. Kacey KC said that we need to speak realistically about wildfire to homeowners to motivate action. KC added that looking at the California fire for lessons learned would also be a great topic for a conference talk and suggested that Michael and Jamie secure a speaker from Butte, Ventura, or Sonoma counties. Jamie reported that she has been in contact with retired fire personnel from Butte County and that she is awaiting a response from him to speak at the conference. Chief Chambers offered to reach out to the Butte County Fire Chief.

- Ryan Shane suggested that the conference includes a presentation or panel of community leaders such as local California FSC directors to speak about how they prepared their community with FAC actions before the California wildfires. Jamie added that we also need to provide presentations that are beneficial to fire professionals and fire protection districts. Ryan suggested we touch base with Utah Department of Natural Resources. (Vinson Guthreau returned from his phone call and the board resumed quorum at 2:11 pm)  
Chairperson Visser asked for a motion for the Coordinator to set April 22<sup>nd</sup>, 2019 as the tentative date for the conference and to set the Atlantis Resort as the tentative venue pending the Coordinator's ability to re-secure the venue. Motion: Chief Brown, Second: Jamie Roice-Gomes, Vote: I-unanimous

**12. Public comment** Public comment will be taken at the beginning and end of the meeting, and may be taken at the discretion of the Chair on agenda items listed for possible action. Public comments may be limited to 3 minutes per person at the discretion of the Chair. The public may request that items be added to a future agenda. Comment will not be restricted based on viewpoint. No action will be taken on any matters raised during the public comment period that are not already on the agenda. Persons making comment will be asked to begin by stating and spelling their name for the record.

Chairperson Visser asked for public comment...Lyda Hayes thanked the board for allowing her to attend and speak about her concerns. She gave a background of her involvement with the NV FSC and her community. She expressed her concerns with the Network collecting fees from unorganized communities that do not have HOAs to organize fee collection. She does not want these unincorporated communities to fall through the cracks and lose service. She asked how the Network plans to provide them service and facilitate fee collection. She expressed that she is willing to sell the Network to her community but wants to know what she is selling. Telling communities that they will receive grant funding if they join the network is problematic because then they will expect hands outs like they received with the NV FSC. The Network needs to implement a more sustainable model because, grant funding is not guaranteed and communities need to be self-sufficient.

Mr. Woodbury reminded the board that there can be some discussions on public comment but an item would have to be added to April 2019 agenda for the board to take action. Chairperson Visser suggested the Coordinator and NDF produce sales and marketing tools to be ready for the board to review at the April 2019 Meeting. Coordinator Beaudoin said that working with community leaders like Lyda has been beneficial for the Network, because they know how communities are reacting to the Network and how we can improve the Network. He reported that NDF is actively working on a marketing strategy and informational literature to help educate partners about the network.

#### **14. Adjourn - \*FOR POSSIBLE ACTION\***

Seeing no further agenda items Chairperson Visser asked for a motion to adjourn. Ann Grant so moved, Second: Chief Chambers, Vote: I-unanimous. Meeting adjourned at 2:45 pm.